

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

June 29, 2007

Job Title:	Training & Development Specialist	Position No.:	64112028
Division:	Health, Planning, & Information Services	Bargaining Unit:	N/A
Location:	Deer Lodge	Supplement:	Yes
Status:	Perm. Full-Time	Shift:	To be determined
Salary:	\$15.129 <i>New to State Government</i>		
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311

P.O. Box 201301

fax to (406)444- 4551 email to hrcen@mt.gov

1539 11th Ave.,

Helena, MT 59620-1301

No later than 5:00 p.m. 07/13/07.

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

Special Information: This position requires occasional overnight travel for up to 2 weeks at a time (2 or 3 times a year). Events may arise that interrupt lunch breaks and extended hours may be required if emergencies or other situations require attention. The incumbent will work in a secure facility, in proximity to convicted felons. The successful candidate must be able to work independently.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

- ❑ Research, evaluate, & prepare curricula, instructions methods, & materials to ensure that current ideas, technologies & best practices are being presented & implemented within the training curriculum.
- ❑ Maintain a thorough knowledge of all DOC IT systems, software, & hardware that DOC staff currently use or are likely to use in the future. These include PC's, Windows Operating Systems, Network architectures & topologies; Microsoft Office Suite, Databases, Local & Wide Area Networks, Video Conferencing, Digital Imagery & be able to develop training materials to help end user's in their use of these items.
- ❑ Create User's Manuals for all vendor supplied software & department generated computer programs.
- ❑ Conduct training needs assessment & job task analysis to assure compliance with ACA Training Standards as necessary & to provide IT-based methods of more efficient solutions.
- ❑ Coaching, directing, motivating, setting performance standards, monitoring, disciplining as needed for participants.
- ❑ Coordinate & network training resources, schedules & needs between DOC Information Technology Bureau, DOC Training Bureau, Network Support Unit, Facility/Division Training Officers & other agencies to ensure fiscal responsibility & ideal classroom size.
- ❑ Provide various skill-level courses & guidance based upon IT systems currently in use & those that the Department will soon be implementing.
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- ❑ Evaluate/ develop policies to ensure they align with best practices, current research & national standards.
- ❑ Conduct ad hoc research & development for internal & external stakeholders.
- ❑ Assist outside criminal justice agencies, such as pre-release centers, jails, regional prisons, private prisons, local community corrections programs, etc. with the design, development & implementation of training.
- ❑ Evaluates & determines student skills acquisition, information retention & application abilities & communicates any problematic areas to their administrator.

End User Support/Consulting

- ❑ Provide support for end user requests for assistance with computer hardware or software problems using knowledge of the principles, practices, concepts, & theories of: PC's, Windows Operating Systems, Databases, Network architectures & topologies; Microsoft Office Suite (or applicable Word Processing, Spreadsheet, Presentation, or Database program suite in use), Local & Wide Area Networks, Video Conferencing, Digital Imagery.
- ❑ Coordinate with the Department Network Support Unit in ensuring that all computers, including the computers in the lab, are functioning properly & kept up to date with the latest patches & software updates.

Organizational Development

- ❑ Analyze programs for needed systems changes & emergent practices & develop/implement plans to achieve them.
- ❑ Assist DOC staff by participating on various boards & task forces where assistance from an IT resource would prove valuable.
- ❑ Participate in the development & the implementation of the Department's annual plan in coordination with the Department's Training Bureau & Information Technology Bureau.

Fiscal Responsibilities

- ❑ Manage the training budgets by providing fiscal management for computer & technology training held at the Department of Corrections Computer Lab or various other locations throughout the state.
- ❑ Assists Department of Corrections Facilities/Programs with their respective training budgets by determining what expenditures are necessary & investigating the most economical source for acquiring the necessary materials & training programs as required.

Knowledge:

This position requires expert knowledge of the theories & practices of corrections, criminal justice; & adult education, including curriculum design & development, training methods & techniques & assessment. The position also requires specialized knowledge of human resources best practices. Effective program management also requires thorough knowledge of the application & interpretation of POST Administrative Rules & other Administrative Rules; State & national corrections standards & practices; budgeting; advanced research & analysis methods; development methods, techniques, & technologies related to corrections & criminal justice systems. Must have an in-depth understanding of Microsoft Office applications.

This position also requires a good understanding of troubleshooting techniques for PCs and Local Area Networks.

Skills:

The position requires skill in operation of presentation equipment, audio-visual training aids, micro-soft office suites, & excellent written & verbal communication skills, including written reports, business documents, classroom presentations & field commands. Also required are skills in written and oral communication techniques and public relations; facilitation instruction and presentation; ability to research and interpret training assessments.

Abilities:

The position requires the ability to:

- Evaluate academic & technical training needs; develop programs, lesson plans and scenarios to meet those needs.
- Manage the personal conduct, academic progress, skills development of trainees and effectively assess progress and final competencies.
- Research, analyze, and integrate emerging correctional methods, tactics, and technologies into instructional programs.
- Consistently interpret & apply statutes, policies & procedures.
- Establish and maintain a leadership role within the department by providing effective leadership to trainees and adjunct instructors.
- Facilitate the academic and vocational development of trainees; interpret and explain technical & legal concepts, POST standards, and correctional procedures in a clear and concise manner.
- Research, analyze, and incorporate new developments in state and national correctional practices, safety, and behavioral standards in classroom, field and residential activities. Develop and apply innovative approaches to various correctional practices. Motivate others to accomplish common objectives.

Competencies:

Attention to Detail - Able to follow detailed procedures and ensure accuracy in documentation and data; carefully monitor processes; concentrate on routine work details, and organize and maintain a system of records.

Commitment to Task - Able to take responsibility for actions and outcomes and persist despite obstacles; give long hours to the job; demonstrate dependability in difficult circumstances and show a sense of urgency about getting results.

Communication - Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers or clients; listen well.

Continuous Learning - Able to stay informed of current industry trends; learn and apply new concepts and demonstrate career self-reliance; identify own areas of opportunity and set and

monitor self-development goals.

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Integrity - Able to be tactful, maintain confidences, and foster an ethical work environment.

Flexibility - Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Education and Experience: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Education, Information Technology, or Business Administration and to four years of work experience.

Training Assignment: If no applicant meets the minimum requirements for this position a training assignment may be considered.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****
4. Completion of **Supplemental Questions**.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

SUPPLEMENTAL QUESTIONS

Job Title:	Training & Development Specialist	Position Number:	12028
Application Deadline:	07/13/07	Department:	Corrections

Instructions: Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

1. Describe your personal philosophy of training, the relationship between training and organizational development and any significance relationships that you see between the two areas.
2. Describe your knowledge and experience in the area of Performance Based Training.
3. Describe your strategy for teaching classes comprised of students from multiple generational groups.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____